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Admin SR

8 September 1988

ICS No. 6370-88

LOGGED

IC STAFF/CHB

MEMORANDUM FOR:

[redacted]  
Chief, Facilities Management Division  
Office of Logistics

FROM:

[redacted]  
Chief, Administrative Staff, ICS

SUBJECT:

Issuance of a Shift Permit

1. It is requested that a Headquarters shift permit be issued for the following Intelligence Community Staff (ICS) employee:

NameEmployee NumberBadge Number

[redacted]

2. All support facilities for ICS Publications are at HQs: Printing and Photography Division, DDSNT Design Branch, Cartography, Design, and Publishing Group. [redacted] day starts and finishes at Headquarters because of necessity: pickups, drop offs, consultations on a daily basis. Time sensitivity does not allow use of the courier in most instances.

3. Parking her car and the use of a shift permit at HQs is requested due to the time she arrives and departs HQs.

4. The shift permit should be mailed to ICS/Logistics, [redacted] Should you have any questions, please contact [redacted]

[redacted]  
Chief, Administrative Staff, ICS~~CONFIDENTIAL~~

SUBJECT: Issuance of Shift Permit

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